

## **PUBLIC EXAMINATION OF AGENCY RECORDS**

Public records of the Central Rivers Area Education Agency may be viewed by the public during the regular business hours of the administration offices of the agency. These hours are 8:00 am to 4:30 pm Monday through Friday, except for holidays and office closed days in accordance with the annual agency calendar. Persons wishing to view the agency's public records will contact the board secretary and make arrangements for viewing. The board secretary will make arrangements for viewing the records as soon as practical, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. The agency may require prepayment of the costs prior to copy and mailing.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of person or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

Iowa Code allows that the response to public records request should not exceed 10 business days and shall not exceed 20 calendar days. Iowa Code also provides for a reasonable and good faith delay if there are certain legal questions pertaining to the records being requested.

Adopted: 03/07/18